Payment Estimates - Generating and Submitting (including Adjustments)

BACKGROUND: In order to generate a Payment Estimate a contract must be Active, must not have an existing draft Payment Estimate, and today's date must be on or after the Actual Completion Date of the NTP-DT (See the *Contracts - Contract Times* QRG).

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress > Contract > Payment Estimates tab

1. Click **Show first 10** and verify the contract does not have an existing Payment Estimate in Draft or Pending Approval Status.
2. Click the **Add Payment Estimate** button to open the Add Contract Payment Estimate component.
3. Select the estimate type from the **Type** dropdown and select the **Period End Date** for your Payment Estimate.
4. Click the **Add Payment Estimate** button in the upper right corner.
5. To check the progress of the Payment Estimate process, click the **Process History Overview** quicklink at the top of the window. When the process is complete, the Process History tab will list the **AddPaymentEstimate** process with Success = Yes. (If No is populated under Success open the AddPaymentEstimate.log, review the errors, and correct them before adding another pay estimate)
6. To view your Payment Estimate, click the Previous dropdown and navigate back to the **Contract Progress Summary**.
7. Click the **Payment Estimates** tab.
8. Click the **Number** link for the payment estimate.
9. Click through the tabs to review the data for: **Exceptions**, **Projects**, **Items**, **Contract Adjustments**, and **Item Adjustments**.
10. Click the **Exceptions** tab and review the Exceptions. If you are able to eliminate Exceptions by correcting the problem, complete the correction in the system, then on the Contract Payment Estimate Summary, click the **Component Actions Menu** and select **Recalculate Exceptions**.
11. If you want to continue on with the estimate without correcting the problem choose the following **Statuses** for the exception types listed and enter a remark. (Also if you are curious about what each exception means click the Help button in the upper right corner of the screen to learn more)
    a. **Resolve**: Unattached Item
    b. **Override**: Attention Flag, Exceeded Calendar Time, Exceeded Completion Date, Funding Check, Insufficient Materials, Item Overrun, Overdue Payrolls

Contract Adjustments

12. To add a new adjustment, click the **New** button.
13. Choose the appropriate **Other Contract Adjustment Type** from the dropdown.
14. Enter the **Amount** of the adjustment (include a minus symbol for a negative adjustment).
15. Enter **Comments** explaining the adjustment.
16. Click **Save**.

Item Adjustments

17. Review **System-Generated Item Adjustments** in the second collapsible. Construction Stockpile adjustments generated by the system will be listed here.
18. To add a new item adjustment, click the **Select Project Items** button to open a modal window.
19. In the **Select Project Items** window, use the search bar and filters to find and select the project item for which you need to add an item adjustment.
20. Click the **Add to Item Adjustments** button at the bottom of the modal window.
21. Click on the arrow to expand the row for each Item Adjustments and enter **Type**, **Comments**, and **Amount** (include a minus symbol for a negative adjustment).
22. Click **Save**.

Submitting Payment Estimate (Construction Project Engineer)

23. On the Contract Payment Estimate Summary, click the **Component Actions Menu** in the upper right corner.
24. In the Tasks section, select **Submit For Approval**. The system will change the Status of your Payment Estimate from Draft to Pending Approval.
25. If the pay estimate has been submitted for approval in error, select the **Component Actions Menu** and select **Change to Draft.**